# Example Setup For Accountable Officer's (AO) & Records Keeper (RK) File



**ACCOUNTABLE OFFICER'S (AO) FILE**

- ROM Operator Security Listing
- C22 Funds Transferred to Recreation Fund
- C19 Disbursement of Amusement Machine Contractor
- C18 Equipment Purchases
- C13 Laundry Claims and other Service Charges
- C06 Grants
- C05 Loans
- C02/C03/C04
- B28 Closing Inventory
- B27 Surveys to Profits - Drink Vending
- B23 Surveys to Ships Store Profits
- B19 Transfer to OSO
- B15 Surveys to NCWF
- B12 Issues with Reimbursement (Bulk Sales/Cash Refund)
- B10 Issues to Other Appropriation
- B05 Receipts From OSO
- B01 Receipts From Purchases

**RECORDS KEEPER (RK) FILE**

- RR 2 File CO's Monthly Management Report
- RR 1 File Completed 973's
- WF 5 Uncollectable Check File
- WF 4 Credit Memorandum & Cash Refund/Bulk Sale File
- WF 3 Correspondence File
- WF 2 Bulk Custodian File
- WF 1 Receipt Inspector File
- C22 Funds Transferred to Recreation Fund
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- C18 Equipment Purchases
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